

TOWN OF LOOMIS

ADMINISTRATIVE POLICIES AND PROCEDURES

RATIFICATION OF DISBURSEMENTS POLICY

Effective Date: 1/22/1991 Amended: 1/12/2016	Resolution 16-01
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PURPOSE

Such a policy will allow staff to proceed without each time having to gain approval on a Council agenda prior to preparing the warrants.

POLICY

In order to assure timely payment of the Town's bills, the Town Manager and Finance Director have the authority to make disbursements as necessary throughout the month, as long as those disbursements are consistent with the adopted annual operating budget.

At each regular Town Council meeting, a list of the previous month's disbursements will be presented to the Town Council for ratification.